








# Quick Guide to CTC Tasks in Cambium's TIDE

(Test Information Distribution Engine)

Each campus coordinator is responsible for reviewing and updating all students, test attributes, user accounts and rosters before each administration.

	<b>Before you get started...</b>
	<b>Students in TIDE</b> - Students have been added to TIDE <a href="#">as noted here</a> and will be periodically updated.
	<b>Missing Students</b> - Perhaps the student enrolled after the upload (above date) or does not yet have a TSDS ID in Skyward. You can manually add these students. See below.
	<p><b>Test Attributes</b> - Tests can be customized for each student, and some attributes have been uploaded from Testhound as of XX/XX/XXXX. Test attributes include language (3-5), text-to-speech, content/language supports, basic calculator and above/below grade settings. You can update manually or by uploading a simple file. See below for instructions on adjusting test attributes.</p> <p>"Auto text-to-speech" is not recommended except in rare circumstances. This "auto" option forces all eligible text on a screen to be read aloud before the student can interact with the item. If this is preset for some students, the campus coordinator may choose to change this to the traditional "text-to-speech" option.</p>
	<b>Skyward Qmlativ</b> - In the "Enrollment" menu, use the report titled "Precode Verification." This report includes all information required to add a student to TIDE. TSDS Unique ID is in column AA.
	<b>Required Training</b> - Campus coordinators should complete the "THE TEST INFORMATION DISTRIBUTION ENGINE (TIDE)" training in the LMS before getting started with Interims. Returning <a href="#">TIDE</a> users can click the "Request a new one for this school year." button to reset their user account. New users must contact Kelly.

	<b>TIDE Support</b>
	<p><b>Keys to Success for Campus Coordinator</b></p> <p><b>No later than 1 week prior to administration (3 days for BOY &amp; Interims),</b></p> <ol style="list-style-type: none"> <li>1. Verify all <b>students</b> are registered with correct <b>test attributes</b>.</li> <li>2. Create <b>user accounts</b> for all staff who will need to access test results. Notify staff to be expecting a notice from Cambium BEFORE creating new user accounts.</li> <li>3. Create <b>rosters</b> to connect staff to student results.</li> <li>4. Support staff and students as they access practice site.</li> <li>5. Create <b>sessions</b> for STAAR or TELPAS. For BOY &amp; Interims, you may choose to use proctored sessions that the test administrator creates on the spot.</li> </ol> <p>On STAAR or TELPAS test days, provide secure session codes and secure student test tickets to test administrators. During the administration, monitor to ensure all eligible students participate in required window and ensure student results are accessed for instructional purposes..</p>
	<b>User Guide</b> - Use this document to understand permissions assigned to each user role.
	<b>User Role Permissions</b> - Use this document to understand permissions assigned to each user role.
	<p><b>Embedded Help</b> - Click the  <a href="#">Help</a> link at the top of each page for instructions <u>specific</u> to the page you're currently viewing.</p> <p style="text-align: right;">Administration: Texas 2022-23 School Year   User: BERTHOLF, KELLY (DTC)</p> <p style="text-align: right;">  <a href="#">Help</a>  <a href="#">Inbox</a>  <a href="#">Manage Account</a>  <a href="#">Log Out</a> </p>
	<b>✗ Campus coordinators are not allowed to contact Cambium for user support unless specifically authorized to do so by Kelly. Call Kelly with any questions.</b>

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## Manually Add a New Student in TIDE

From the **Preparing for Testing** menu, select **"Student Information,"** then **"Add Student."** Use "Precode Verification" report in TIDE to add new students according to the following instructions.

**Please check Skyward several times and wait to use the "Add Student with Temp ID" until 1 day prior to testing. Call Kelly with questions.**

**Student Identification Information** - As the CTC, you are required to verify the accuracy of the following required fields before clicking "Save" at the bottom of the screen. This data must match Qmlativ.

- TSDS ID (10 digits) Do not enter PEIMS ID or Local ID in this field.
- Local Student ID
- First and Last Name, Date of Birth, Grade
- **For TELPAS, student must be identified as EB/LEP in Skyward.**
  - Mark EB Indicator Code & Bilingual/ESL Program Codes in TIDE.
- **Please leave all remaining Student Demographic fields BLANK.**
- **Race & Ethnicity** - Please leave all remaining fields BLANK.
- **Student Eligibility** - Mark these fields as applicable for the current administration. For Interims, enter the enrolled grade level or above grade level in the appropriate field.
- **Non-Embedded Supports** - Please leave these fields BLANK for BOY & Interims.
- **Test Attributes** - Turn on applicable attributes (supports) for each subject.
- After the above fields have been verified as complete and accurate on the student's profile, click **"Save."**

Emergent Bilingual Indicator Code: - Select -

Bilingual Program Type: - Select -

ESL Program Type: - Select -



## Manually Adjust Test Attributes for an Individual Student in TIDE

In the **"Preparing for Testing"** menu, select **"Student Information"** and then **"View/Edit/Export Student."** OR

In the **"Preparing for Testing"** menu, select **"Test Attributes"** and then **"View/Edit/Export Test Attributes."** Search for the student or group of students. **TIP:** Use the fewest possible search fields and leave others blank. A list of students matching the search criteria will appear. Click the pencil in the "Edit" column. Follow instructions above for **"Manually Add a Student in TIDE"** to make changes. Click "Save" at the bottom of the screen when the test attributes are correct for all subjects.



## Upload a Test Attributes File for Multiple Students in TIDE

In the **"Preparing for Testing"** menu, select **"Test Attributes"** and then **"Upload Test Attributes."** On the right side of the screen, click **"Download Templates,"** and choose the EXCEL version.

Download Templates

CSV

EXCEL

Add the student's TSDS ID in Column A, and then select from the drop-down menus for remaining columns. If a student needs multiple supports added, you'll have multiple rows for the same student with different items in the "Tool Name" column.

When you've completed the template and double-checked your work, follow the prompts on the page to upload the file. You'll have an opportunity to preview, validate and cancel during the upload process.

**TIP:** In Testhound, add your students to an administration & use the "Test Attributes/Accommodations" report.

- ✓ Campus coordinators are encouraged to use the upload option for test attributes. ✓
- ✗ Campus coordinators should NOT upload under the "Student Information" menu. ✗

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## Users - See "User Roles Permissions" (linked above)

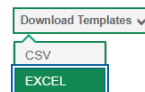
Each campus staff member who will view results for Interims must have a user account.

**IMPORTANT:** You must notify users **BEFORE** you create accounts that they will be receiving an email from [DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com). Let them know you'll provide additional instructions. Remember that this notification expires within 15 minutes, but users can "reset" later.

From the **Prepare for Testing** menu, select "Users," then "Add User" to manually create a user.

- Include only required fields.
- Leave "Phone Number" & "Texas Unique Staff ID" **BLANK for all users.**
- Follow prompts to assign role and complete required fields.
- Click "Save" at the bottom of the screen when required fields are complete and accurate..

You may also choose the "Upload Users" option. Download the "Excel" Template from the button on the right.



- **Regional Center ID** = 13
- **District ID** = 227904
- **Campus ID** = 227904XXX
- **Email Address** = user's email address (verify accuracy of spelling and that it matches PfISD email)
- **First Name & Last Name** = user's complete first and last name that matches PfISD records
- **Phone Number** = **leave BLANK for all users**
- **Texas Unique Staff ID** = **leave BLANK for all users**

When your file is complete and you have double-checked names and email addresses, follow the on-screen prompts for uploading the file. You'll have an opportunity to preview, validate and cancel during the upload process.



**Rosters - Primary purpose of rosters is to allow teachers to see results for their students. Roster can also be used to simplify/organize the printing of test tickets. Rosters are required for Interims. Rosters are not required for TELPAS or STAAR.**

User accounts must be created as detailed above **before** Rosters are created.

Rosters are required to grant teachers access to student results after testing.

From the **Prepare for Testing** menu, select "Rosters," then "Add Rosters" to manually create a user.


- Search for the students by campus, name and/or grade level. (Grade level is recommended.)
- Add the teacher. If creating rosters for TELPAS, use the name of the campus coordinator.
- Follow the prompts on the screen to complete the roster.
  - If creating rosters for TELPAS, the Roster Name must begin with "TELPAS..."
- Click "Save" at the bottom of the screen when the roster is complete. You can return to edit a roster at any time.
- Note: It appears that only one teacher can be assigned to each roster. You may need to be creative.


Advanced Option: Use the "TIDE Roster" report in Testhound and upload using "Upload Rosters" in TIDE.

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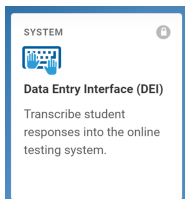
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	<b>Sessions - Use "System Switcher" to go to "Test Administration..."</b>
	<p>Do this <b>after</b> students, users &amp; rosters are complete. Click "Create Session" in green bar on right. Set the start and stop date and times for each test session. (This is important.)</p> <p>For Interims, you may also choose to use the pink/yellow proctored sessions.</p> <p>For Interims, the start and stop times/dates are at the discretion of the campus coordinator.</p> <ul style="list-style-type: none"> <li>• <b>For STAAR &amp; TELPAS, the start and stop times must be one normal school day.</b> The start time will be the beginning of the school day, and the stop time will be the end of the same school day.</li> </ul> <p>Sessions may be built for an individual grade/subject or for multiple grades/subjects. Each session will have a code. Think ahead to decide if you want one code for multiple tests or multiple codes so each test has a separate code. This is a campus decision.</p> <p>Be thoughtful of the name you assign to the session. Consider including grade/subject in the name.</p> <p>Session codes are <u>secure</u> and must be handled like secure test materials. Session codes will not be distributed to test administrators prior to the first day of the scheduled test date.</p>

	<b>Can't get a student added?</b>
	<p>If you make an effort to add a student and are not successful, look up basic student information in Skyward Qmlativ, <a href="#">add the student to this list, and the student will be registered for you.</a> (link <u>only</u> for PfISD staff)</p> <p>The list is usually updated at the beginning or end of each school day beginning about two weeks prior to the assessment window.</p> <p>Check the list the following day for an update.</p> <p>After the student is added, the campus coordinator will update student's record with necessary eligibility and test attributes fields and add the student to appropriate rosters.</p>

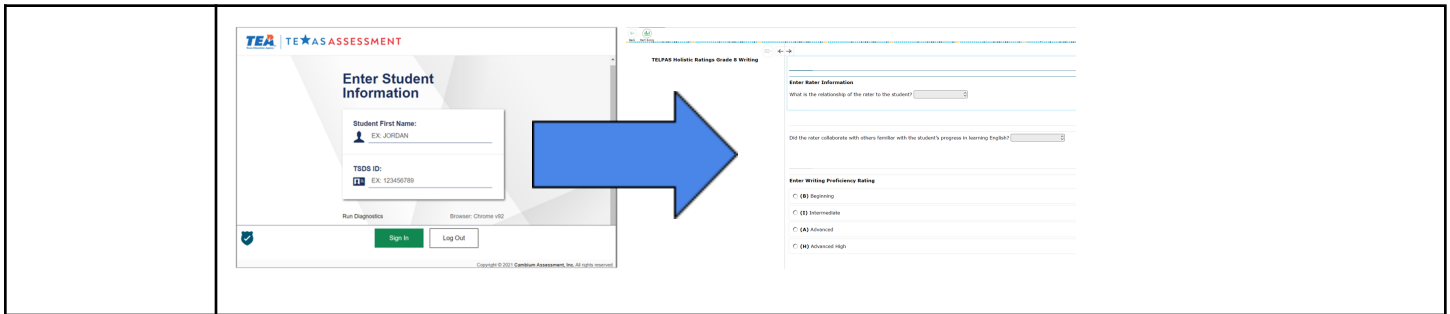
TELPAS Specific	
<b>Years in U.S. Schools</b>	<p>The campus coordinator for TELPAS is responsible for ensuring the "Years in U.S. Schools" field in TIDE is complete for students in grades 1-12. This must be provided to the campus LPAC administrator for verification of accuracy.</p> <p>The LPAC administrator is responsible for verifying "Years in U.S. School" field in TIDE is accurate for students in grades 1-12.</p> <p><a href="#">Use this guide to review and edit "Years in U.S. Schools" in TIDE.</a></p>
<b>Data Entry Interface (DEI)</b>	<p>Campus coordinators will use the DEI to enter and submit holistic ratings. Log in to TIDE &amp; use the "System Switcher" (gray/brown bar at the top of TIDE) to switch to DEI.</p>



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The image shows a sequence of two screenshots from the TIDE (Test Information Distribution Engine) interface, connected by a large blue arrow pointing from left to right. The left screenshot displays the 'Enter Student Information' form, which includes fields for 'Student First Name' (with an example 'EX: JORDAN'), 'TSDS ID' (with an example 'EX: 123456789'), and buttons for 'Run Diagnostics', 'Sign In', and 'Log Out'. The right screenshot shows the 'TELPAS Inclusive Ratings Grade 6 Writing' form, which includes sections for 'Enter Rater Information' (with a dropdown for 'What is the relationship of the rater to the student?') and 'Enter Writing Proficiency Rating' (with radio button options: 'Beginning', 'Intermediate', 'Advanced', and 'Advanced High').